

# MEDICAL TRANSCRIBER

## Department of Corrections & Rehabilitation



OPEN – STATEWIDE

TL80 – 8274

6CEEZ

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**EXAMINATION TYPE** This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

**LOCATION** This examination is administered by the State Personnel Board utilizing the Internet.

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six (6) months.

**HOW TO APPLY** The Application and Training and Experience Evaluation is available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Medical Transcriber is contained within the Internet process therefore a standard state application is not necessary.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following online instructions:

<https://forms.spb.ca.gov/mtcdcr/>

Please note that the Internet system will be unavailable on Tuesday between 7:00 a.m. and 1:00 p.m., (Pacific Standard Time), for processing and maintenance. **Do not** begin the application process on the Internet during this time, as your record will **not** be processed. It takes approximately one hour to complete the Application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.

### HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY

Applicants who do **not** have computer access or are not comfortable with Internet testing may complete a written training and experience examination at San Quentin State Prison's Delegated Testing Office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For questions, call the San Quentin State Prison Testing Officer at (415) 455-5021.

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**HOW TO APPLY AT  
SAN QUENTIN STATE  
PRISON ONLY  
(CONTINUED)**

**San Quentin State Prison  
Attn: Delegated Testing Officer  
San Quentin, CA 94964**

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited as well as cell phones

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**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) at (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800- 735-2922.

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**SALARY**

**Salary for Adult Institutions as of September 1, 2006**

**\$2,661.00 - \$3,234.00 per month** - This salary range includes pay increases approved by the United States District Court and applies to Medical Transcribers appointed to all Adult Institutions and Division of Correctional Health Care Services.

**Base Salary (As of July 1, 2006)**

Range A: \$2,504.00 - \$3,044.00 per month

Range L: \$2,504.00 - \$3,044.00 per month

**Alternate Range Criteria**

Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range L.

Range L: This range shall apply to incumbents in positions designated Confidential and E97 in classes with CBID 01, 02, 04, 06, 07, 10, 12, 14, 20, and 21, and who also meet the criteria for Range A which applies to incumbents that are designated rank and file.

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**BENEFITS**

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
  - \$100 Monthly Bilingual Differential Pay
  - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
  - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
  - Flexible work hours (management discretion)
  - Pre-tax parking (where applicable)
  - Fourteen (14) paid holidays
  - Generous paid vacation/sick leave or annual leave
  - Jury duty/military/bereavement leave
  - Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
  - Pre-retirement death benefit
  - Dependent Care Program
  - Long Term Insurance (CalPERS)
  - Home Loan Program (CalPERS)
  - Legal Services
  - Employee Assistance Program
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**POSITION  
DESCRIPTION**

A **Medical Transcriber**, under general supervision, transcribes dictated and written material, sensitive and confidential health-related information (such as X-ray, laboratory, and therapeutic procedure and autopsy reports, medical histories, diagnostic workups, physical examinations, admissions and discharge summaries, operative reports, medical consultations, psychiatric and psychological reports, and clerical resumes for inclusion in medical records and for transmission to physicians, etc); serves in a secretarial capacity to receive and screen a variety of telephone calls and visitors; answers (within limits of confidentiality laws) inquiries concerning the progress of medical cases; and sets up and maintains medical files; and does other related duties.

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**POSITION  
DESCRIPTION  
(CONTINUED)**

Positions exist with the Department of Corrections and Rehabilitation throughout the State.

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**REQUIREMENTS FOR  
ADMITTANCE TO  
EXAMINATION**

**Note:** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

**Either I**

In the California state service, one year of experience performing the duties of an Office Assistant II, Typing (Range A).

**Or II**

Two years of experience in typing and clerical work, at least one year of which shall have been in work of a medical nature requiring the transcription of dictation from a dictating machine on medical matters and the preparation of a wide variety of medical records and reports. Under Pattern II, academic education above the 12th grade may be substituted for the year of required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.

**Special Personal Characteristic:** A demonstrated interest in assuming increasing responsibility.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

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**TRAINING AND  
EXPERIENCE  
EVALUATION**

The examination will consist of a Training and Experience evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

1. Modern office methods, supplies and equipment
2. Technical medical terms and abbreviations
3. Various medical forms and reports and their processing
4. Business English and correspondence

**B. Ability to:**

1. Type at a speed of not less than 45 words a minute from ordinary manuscript or printed or type written material
  2. Spell correctly
  3. Communicate effectively
  4. Make arithmetical computations
  5. Follow difficult oral and written directions
  6. Evaluate situations correctly and take effective action
  7. Perform medical clerical work of average difficulty including the ability to process a large variety of medical reports and correspondence, and transcribe accurately difficult dictation involving a variety of medical terms from a dictating machine.
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**ELIGIBLE LIST  
INFORMATION**

An open merged eligible list will be established for the California Department of Corrections and Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six (6) months.

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**VETERAN'S  
PREFERENCE  
CREDITS**

Veteran's Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE CREDITS.

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**QUESTIONS?**

If you have any questions concerning this announcement, please contact:

State Personnel Board  
801 Capitol Mall  
Sacramento, CA 94244-2010  
(916) 653-1502, TTY (916 ) 654-6336  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

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**GENERAL INFORMATION**

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans Preference:** California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

**CALIFORNIA STATE PERSONNEL BOARD**  
801 Capitol Mall  
Sacramento, CA 94244-2010  
(916) 653-1502 – TTY: (916) 654-6336